

DERWENT VALLEY COUNCIL
STAFF UNIFORM AND CLOTHING
ISSUE POLICY




<p>Adopted by Council: 20 April 2006 Decision No: 41/06</p>	<p>Review Date:</p>
<p>Signed by: Stephen Mackey General Manager</p>	 20/4/06

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INTRODUCTION AND PURPOSE

The intent of this policy is to promote a professional and corporate image of staff employed by Derwent Valley Council.

SCOPE

This policy applies to staff who, on a daily basis, deal with customers. Other indoor staff may participate in the Uniform Scheme on a voluntary basis.

POLICY PROVISIONS

1. Protective Clothing – Outdoor Workforce

Council provides outdoor employees (other than casual employees) an annual issue of protective clothing as defined in the clause 22 - Protective Clothing and Equipment - of the Municipal Employees (Country Councils - Tasmanian) Consolidated Award 1982.

2. Uniform Scheme – Indoor Staff

2.1 Initial Supply

Council will subsidise the purchase of an initial issue basic wardrobe consisting of the following mix of clothing items to a value not exceeding \$500 per employee.

Female	Men
1 x Blazer	1 x Blazer
5 x Blouses	5 Shirts
2 x Skirts or Slacks	2 pairs of Trousers
1 x Belt or Scarf	1 Belt and 2 ties

Staff may acquire other garments from the collection in addition to the Base Wardrobe at their own expense.

1.2 Responsibility

During working hours, employees participating in the Corporate Wardrobe Scheme must wear the wardrobe clothing as a complete outfit and not mix or match with other types of clothing. All articles of clothing therefore must have the approved logo.

The apparel must only be worn whilst on official duty, including travel to and from work.

1.3 Uniform Supplier

Council endorses the Local Government Corporate Collection as the corporate apparel exclusive to all indoor staff.

3. Annual Subsidy

The Council will provide an annual subsidy for additional uniform purchases depending on the average days worked (excluding periods of leave without pay i.e.: maternity leave) in the preceding financial year as below.

- Employees working 4–5 days per week are entitled to \$280.00 indexed annually as per CPI (Hobart) year end March quarter.
- Employees working 1-3 days per week are entitled to \$220.00 indexed annually as per CPI (Hobart) year end March quarter.
- Casual employees are not eligible to participate in the uniform scheme unless otherwise approved by the section Manager.

4. Payment Arrangement

In conjunction with the annual rate as above, Council will provide a payroll deduction facility where staff are permitted to repay Council for their remaining purchases over a maximum of 10 pays to commence from the date of delivery of the wardrobe items. All payments must be completed within 10 pays after being advised by the Wardrobe Co-ordinator. Subsequent purchases will be permitted once the initial purchase has been finalised.

5. Termination of Employment

An employee who leaves Council within 12 months of the initial purchase of their uniform will refund on a pro rata basis the contribution made by Council plus any other outstanding debts. The pro rata amount will equal the un-served portion of the first 12 months.

An employee who leaves Council more than 12 months after the initial purchase of their uniform will finalise any amounts outstanding.

6. Cleaning and Repair

The cleaning and repair of the Corporate Wardrobe is the responsibility of the individual employee.